

**SCOUT PROJECT STEPS:**

1. **Planning Process** details of what you are thinking and any impact whether financial or onsite prep may need to be done. Your project needs approval if on public property and permission if privately owned.
2. **Park Board Meeting:** Call City Hall at 651-257-4162-introduce yourself, and let them know that would like to make a presentation to the Park Board regarding your Eagle Scout Project. State that you would like to be listed on the next upcoming agenda. Park board meets every second Thursday of the month at 6:30pm here at City Hall 10625 Railroad Ave. Chisago City. Note when the meeting will take place and you are ready to show up! While making presentation, please do not chew gum.
3. **Documents:** if you have information on your project (sketches, maps, printouts etc.) ready bring them to city hall the week before so we can put these documents into packets going to the Park Board to familiarize them on your project. You may want to look at the agenda, and the agenda review (this is a small summary of your presentation). If you need any special set up like tape, easels etc. please inform city hall and we will make sure it is there for you.
4. **City Council:** After Park Board meeting is over and you have received approval, you will then need to make the same presentation to the City Council. It is the same process as above; sometimes a Park Board member will offer to be there to help you if you feel you need assistance or just for support. Please do not chew gum
5. **Congratulations!** Your project can now begin! You need to stay in contact with either a staff person or Park Board member to make sure we stay in the loop of your project and can guide you if needed.
6. **Thank you!**
7. **THE FOLLOWING IS AN EXAMPLE OF THE AGENDA REVIEW** (as mentioned in step three)

**AGENDA REVIEW (EXAMPLE)**

**Meeting Date: Dec. 16<sup>th</sup> 2010** (THIS IS THE DATE YOU PRESENT)

**DATE SUBMITTED:** November 12<sup>th</sup>, 2010

**SUBMITTED BY:** Eagle Scout/staff

**DEPARTMENT:** Parks

**ISSUE:** Eagle Scout project

**ATTACHMENTS:** maps, plans, handouts etc.

**BACKGROUND:** Information on why you chose this?

**JUSTIFICATION:** The need for this

**FINANCIAL IMPACT:** Cost of your project

**ACTION REQUESTED:** Usually this would be a "yes" at the end of the meeting it will either be a yes or a no answer that will be the "Action"

**REVIEWED BY:**  City Administrator  City Attorney  Bldg. Ins  Finance  
 Director  Public Works  County  City Engineer  Arch.  DNR

**CITY ADMINISTRATOR'S RECOMMENDATION:**

A SIMILAR ONE WILL BE PREPARED FOR YOUR COUNCIL PRESENTATION, IT WILL LOOK LIKE THIS WITH SOME CHANGES, BUT THE ACTION REQUEST WILL BE THE SAME. QUESTIONS REGARDING PARK PROJECTS CALL DORIS ZACHO PARKS PROGRAMMER AT 651-257-5464 THANK YOU!